Adams, Frank Dawson 1919-1920 (006)

July 16th, 1919

Acting Principal H. S. Adams,

McGill University,

Montreal.

Dear Sir:

Sir Robert Falconer went on his holidays yesterday, and I am therefore asking our Bursar, Mr. H. A. Bours, to answer your letter regarding the salaries of the different grades. He will give you full information regarding our new scale which came into effect on July 1st by which 25% was added to all salaries.

Yours sincerely,

President's Secretary.

125

McGILL UNIVERSITY

MONTREAL.

PRINCIPAL'S OFFICE.

September 29th.1919.

The President,
Uinversity of Toronto,
Toronto, Ont.

Dear Sir,

Captn. McEacheran of the Khaki University has just returned from England and has given me certain information with reference to the British Government Scheme of Assistance for the Higher Education of Ex-Service Students, which information he has requested me to communicate to you.

Captn. McEacheran during the last few months has been representing Canada on the Board in Great Britain dealing with this Government Scheme. Under this scheme students who have served in the Imperial Forces, and who have been paid by the Imperial Government, may receive grants which will enable them to pursue courses of study in Great Britain or the British Dominions. In some few cases such students may follow courses of study in the United States, but these cases are strictly limited in number and the candidates are selected by a competitive examination. In this way Canadians who have been serving in the Imperial Forces and drawing pay from the Imperial Government can study in any British or Canadian University or in Universities of other Overseas Dominions.

At the present time the British Universities have such a large number of students that it is practically impossible for them to take any additional men, except possibly a few post graduate students. Thus Oxford and Cambridge can receive no further entries and it is impossible for a student to enter upon the study of Medicine in Edinburgh. On the other hand he could study Medicine in the University of London, and some few students could gain entrance to the Provincial Universities in Great Britain.

Next session, however, there will probably be one hundred vacancies, and students who desire to avail themselves of these grants should make application now with a view to entering a year from the present time.

Speaking generally the assistance takes the form of the payment of the fees of the student and a grant for maintenance of about £175. 0.0. per annum. The course of study may extend over one or several years. The Committee prefer men somewhat of the type selected for Rhodes Scholarships, and are especially anxious to have post graduate students. The student may enter for a course of study in any Faculty.

A student desiring to make application for this grant should fill up each of the two forms of which copies are enclosed. These

forms are designated as Form O.13 and Form D.O. These forms having been filled out, the President of the University in which the student is studying should, if he approves of the application and can recommend the man, send these forms, together with a strong letter of recommendation stating that in his opinion the applicant is a student who is thoroughly worthy of such a grant, and that he fulfills the conditions above specified, to some one member of the Board who is acting here for the British Government Department in this connection. This Board consists of Dr. Tory, of the University of Alberta, Professor McEacheran, Department of Philosophy, of the University of Alberta, and myself. We will then send on this application with our recommendation that it be accepted by the Committee who have charge of the distribution of these grants in London.

The applications should all be in London not later than Christmas, and much sooner if possible, so that it is advisable for any returned soldier who desires to make application to have the forms filled up and returned to us at the earliest possible date. In this form he should state in what University he desires to study.

I remain,
Yours very sincerely,

Francis D. Adams.

Acting Principal.

P.S. Dear Dr Falconer -

I do not know whether Capt. McEacheran saw

E. you on his way west and explained the situation to you personally. If you the above is information which you already possess but I am writing in case he did not see you -

F.D.A.

A.D. 4A.

MINISTRY OF LABOUR

APPOINTMENTS DEPARTMENT

(IN CONJUNCTION WITH THE MINISTRY OF PENSIONS)

D.O.

OFFICERS' UNIVERSITY AND TECHNICAL CLASSES

PROFESSIONAL AND BUSINESS REGISTER

EX-OFFICER'S APPLICATION FOR APPOINTMENT OR TRAINING

NAME
(Block letters, surname first)

Address

Age Married or Single Children

NAVAL OR MILITARY RECORD:—

Rank
(Substantive, Acting or Honorary) Regiment and Unit or Ship

Date of Commission War Service (Home) (Abroad)

Distinctions (mentions, &c.)

Cause of retirement, transfer to Reserve, &c.

If disabled, nature of disablement and any limitations of activity resulting from it, or any special precautions necessary for your health

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What Medical Treatment, if any, are you receiving?

PREVIOUS APPLICATION (IF ANY).

In which District

Date of Application

EDUCATION

School(s) (with dates)

University (with dates)

Special or Technical Schools, Classes, &c.

Degrees and distinctions

Special Subjects (*e.g.*, Languages, Engineering, &c.). *(Say whether language is spoken as well as written, and whether fluent, and if any technical branch of the language is understood.)*

If your education has been interrupted, do you wish to resume and complete it?

Or do you wish to continue, or enter upon, a training for a particular occupation? If so, state the occupation and the training desired

If you were preparing for a profession or occupation (*e.g.*, as an Engineer's Apprentice, Articled Clerk, &c), state:—

The nature of it

Place of instruction or training and the stage reached

If articled or apprenticed, state to whom (with address), period of articles, uncompleted term of articles, &c.

PREVIOUS CIVIL OCCUPATION (IF ANY).

Nature of profession or occupation (if several, state each)

Positions held and salaries, names of employers, periods of employment with each, &c.

OTHER QUALIFICATIONS

Mention any experience, qualifications, hobbies *e.g.*, (photography, writing, carpentry, poultry keeping, athletics), &c., outside your profession.

Names and addresses of any two persons to whom a prospective employer could apply for a reference

APPOINTMENT OR TRAINING DESIRED

If you are not returning to your former occupation or studies—

Please state reasons

Are you prevented by disability due to the War?

Nature of appointment desired

Locality preferred

Whether willing to go to Dominions, India, or Foreign Countries

If unable to resume your former occupation, do you wish to be trained for another?
If so give details, and any prospects

Signature of Applicant

Date

REMARKS OF INTERVIEWING OFFICER.

Signature

Date District

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A.D. 4A.

MINISTRY OF LABOUR

APPOINTMENTS DEPARTMENT

(IN CONJUNCTION WITH THE MINISTRY OF PENSIONS)

D.O.

OFFICERS' UNIVERSITY AND TECHNICAL CLASSES

PROFESSIONAL AND BUSINESS REGISTER

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MINISTRY OF LABOUR

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(IN CONJUNCTION WITH THE MINISTRY OF PENSIONS)

D.O.

OFFICERS' UNIVERSITY AND TECHNICAL CLASSES

PROFESSIONAL AND BUSINESS REGISTER

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MINISTRY OF LABOUR

APPOINTMENTS DEPARTMENT

(IN CONJUNCTION WITH THE MINISTRY OF PENSIONS)

D.O.

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(x8) (65057) Wt. 8748 869 15000 6-19 W B & L

BOARD OF EDUCATION.

Government Scheme of Assistance for the Higher Education of Ex-Service Students.

The benefits of the Scheme are confined to Officers and Men of British nationality who have served during the War in the Naval, Military or Air Forces of the Crown for which payment is made out of moneys provided by Parliament.

FORM OF APPLICATION FOR ASSISTANCE.

This form is to be used only by an Ex-Service Officer or Man who desires to apply for financial assistance to enable him to enter upon or to continue to pursue a full-time day course of higher education (in subjects other than Pharmacy, Agriculture, Forestry and Veterinary Science) of not less than three months' duration in a public educational institution in England or Wales; and who has completed :—

either A.F.Z. 15 or Navy Form S. 1299 obtainable before demobilization from Commanding Officers	and despatched it in accordance with instructions thereon ;
or a D.O. Form obtainable either before or after demobilization from the District Directorates of the Appointments Department of the Ministry of Labour	and despatched it to the District Office of the Appointments Department, Ministry of Labour, nearest to the applicant's place of residence.

All information supplied on this Form **O 13** *will be regarded as strictly confidential.*

Section A will be filled in by the applicant after consultation, if possible (so far as Questions 18 *(a) (b)* and *(c)* are concerned), with the Head of the Institution which he desires to attend.

Section B is a Statutory Declaration as to the financial circumstances of the applicant and is to be signed by him in the presence of a Magistrate, Justice of the Peace or Commissioner for Oaths.

When Sections A and B are complete the applicant will lodge the form with the Head of the Institution which he proposes to attend.

Section C will be completed by the Head of the Institution, who will then forward the application to the appropriate Committee (*see* instructions in Memorandum **O 12**) for their consideration. (*See*, however, the Note with regard to Teachers at the top of page 5.)

Section D will be completed by the Committee concerned, who will then send the application to the Secretary, Board of Education, Whitehall, London, S.W. 1, marking the envelope "Service Student."

Section E is for the use of the Board of Education.

NOTES.

1. Memorandum O 12 which explains the scope of the Scheme as administered by the Board of Education may be obtained on application by letter to the Secretary, Board of Education, Whitehall, London, S.W. 1, the envelope being marked "Service Student." This Memorandum should be consulted by the Heads of Institutions and Committees dealing with applications Applicants are also advised to read Memorandum O 12 for general information as to procedure.
2. The Board of Education will not pay fees and maintenance allowance in respect of any period of attendance prior to 1st January, 1919.
3. The recommendations of Heads of Institutions and Committees should be made as though there were no arrangements for paying Interim Grants. The Board of Education will be responsible for making such adjustments as are necessary in the case of applicants who have already received an Interim Grant.
4. Applicants must not return more than one copy of this form without the permission of the Board of Education.
5. It is the duty of every applicant who receives assistance from the Board of Education to inform the Board directly, or through the Head of the Institution which he is attending, of any improvement which takes place in his financial circumstances after the date of the award. Failure to give such information may involve forfeiture of the award.
6. If an applicant has difficulty in finding an Institution with accommodation available for his reception, he should communicate with the "Service Students Bureau," Board of Education, Whitehall, London, S.W. 1.

6533. Wt.5496/684B. 10,000. 5/19. S.O.,F.Rd.

[P.T.O.

SECTION A.—To be completed by the Applicant.

1. Surname — Christian Names

2. Permanent address

3. Temporary address (until)

4. Period of Service with H.M. Forces from - to - -

5. If you were demobilised before the Armistice was signed, state under what circumstances and how you have been occupied since demobilisation - - - - - -

6. Names of Units in which you have served, with periods of service in each - - - -

7. Rank or Official number on leaving the Forces

8. Service Decorations, Distinctions, Mentions, etc.

9. Date of Birth - - - - - - - -

10. Nationality - - - - - - - -

11. If you so desire, give the names and addresses of two persons (other than Parents or Relations) to whom, if necessary, the Committee may refer as to your suitability for Government assistance

12. Occupation immediately prior to the War -

13. Occupation intended on completion of Course proposed - - - - - - - -

14. Have you ever been recognised as a Student under any of the Board of Education's Regulations for the Training of Teachers? If so, give full particulars - - - - - -

15. Have you completed and despatched to its correct destination either A.F.Z.15 or Navy Form S. 1299 or a D.O. Form? - - -

(Applications on this Form (O. 13) will be cancelled if the Applicant has not first completed one of the three forms mentioned in Question 15.)

Section A—*continued.*

16. Particulars of School Education with details of any distinctions obtained - - - - - - -

17. Particulars of University or other Higher Education giving the names of the Institutions, dates, courses of study begun or completed, and any distinctions gained - - - - - - - - - -

18. State—

(a) The Institution at which you desire to resume or enter upon a course of study - - -

(b) The type and duration of the course and the probable date of its completion - -

(c) The date on which you resumed, or propose to enter upon, the course - - - -

19. Enter here other information not concerned with your financial position which you wish to bring to the notice of those who will deal with your application

SECTION B.—Statutory Declaration by Applicant as to his Financial Circumstances.

I, do solemnly and sincerely declare that the statements herein contained in Section B are to the best of my knowledge and belief correct in every respect, and *I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.*

1. Estimated total amount of gross annual income before deduction of Income Tax (including wife's income, if married) for the year beginning 1st of April, 1919, excluding any Service Gratuity, Wound Gratuity, or Wound Pension (except in so far as they produce income as a result of investment), and excluding any assistance available under Heads 2, 3, 4 and 5 below

2. Are you in receipt of either
   (a) Disability Retired Pay or Disablement Pension ;
   or (b) Alternative Retired Pay or Pension ?
   If so state which, and the amount per annum - -

3. Particulars of any assistance available from Scholarships, Exhibitions, or from Grants from Local Education Authorities or Government Departments, excluding Interim Grant paid by the Board of Education ; giving the date on which such assistance is likely to come to an end - - - - - -

4. How much per annum will your parents, guardians or friends contribute towards the cost of your education and maintenance during the course proposed ? (Free board and lodging should not be included under this head as it is provided for in the next question) - - - - - - - - -

5. Will you live with parents, guardians or friends during the course and receive free board and lodging from them ? - - - - - - -

6. Give the name and address of your father (or guardian if you are under 21) and state his present occupation, the number of people dependent on him, excluding yourself, and give as fully as possible any other information relevant to your parent's (or guardian's) ability to contribute to the cost of your education and maintenance - - - -

7. Are you single, married or a widower ? - - -

8. If married or widower give the date of marriage and the dates of birth of children living - - -

9. Any other information with regard to your financial position which you desire to bring to the notice of those concerned with your application - - -

Signature of Applicant (in full)

Declared and subscribed before me at

this day of 191

Signature of Magistrate, Justice of the Peace or Commissioner for Oaths - - - - - -

If a Magistrate or Justice of the Peace, the place or county for which he acts - - - - - - -

SECTION C.—To be completed by the Head of the Institution at which the Applicant desires to pursue his course of education.

(*Note*:—TEACHERS. If the applicant is recognised or desires to be recognised as a grant-earning student under the Board's Regulations for the Training of Teachers, and the Head of the Institution suggests maintenance assistance, which, together with the maintenance grant payable under the Regulations for the Training of Teachers, amounts to not more than £104 per annum, the Head of the Institution will make his recommendation in paragraph 4 of Section C and despatch the application form direct to the Secretary, Board of Education, Victoria and Albert Museum, South Kensington, London, S.W. 7, in an envelope marked "Service Students-*Teachers*." If more than the amount indicated above is suggested, the Head of the Institution will make his recommendation in paragraph 1, adapting it if necessary, and will forward the application to the appropriate Committee in the usual way.)

Name of Institution

1. I have considered the information given in Section A and I am satisfied that the applicant's record and abilities qualify him to pursue the Course of Study proposed, viz:—

A Full-time Day Course in

Extending over

Strike out (*a*) or (*b*).

In my opinion the course proposed falls in {(*a*) Division A / (*b*) Division B} of paragraph 2 of Memorandum **O 12.**

The applicant {was admitted / will be admitted} to this course on 1919,

subject to his application for assistance being finally approved. Further, on the evidence before me in Section B as to his financial position, I desire to suggest for the consideration of the Committee that, in order to enable him to pursue his Course of Study at this Institution under adequate conditions and having regard to his maintenance during vacations, it would be reasonable for the Board of Education to

Strike out (*a*) or (*b*)

(*a*) pay the whole [or the following proportion, namely ,] of his tuition fees, at the rate of £ per academical year, dating from , but no maintenance allowance;

(*b*) pay the whole of his tuition fees, at the rate of £ per academical year, dating from and a maintenance allowance at the rate of £ per annum, dating from ;

subject to a periodic review of his financial position, educational progress and conduct.

(Any further statement in support of the application may be made below.)

2. If the Head of the Institution, although the course proposed falls within Division A or Division B as laid down in Memorandum **O 12**, is unable to admit the applicant—

either (a) on the ground that the applicant's educational attainments or promise are not adequate for the course proposed,

or (b) because there is no accommodation available,

or (c) for any other reason,

he will state the facts below.

3. I do not recommend the Committee to consider this application favourably for the following reasons:—

4. (TEACHERS.) I have considered the information given in Section A and I am provisionally satisfied that the applicant is qualified for recognition under the Board's Regulations for the Training of Teachers.

The applicant { was admitted / will be admitted. } to this Institution as

Strike out *(a)* or *(b)*.

{ *(a)* a Resident or Hostel student / *(b)* a Day student } on 1919.

I recommend the Board to pay a maintenance allowance of £

per annum, dating from , over and above any grants payable under the Regulations for the Training of Teachers.

I also recommend the Board to pay tuition fees at the rate of £

per academical year, dating from , being approved tuition fees, normally charged to recognised students in this Institution, over and above fees met by grants payable under the Regulations for the Training of Teachers.

(Any further statement in support of the recommendation may be made below.)

Signature of Head of Institution .....

Date .....

SECTION D.—To be completed by the Secretary of the Committee concerned.

Title of Committee

1. The Committee have considered this application for financial assistance and the suggestion made by the Head of the Institution concerned, and they now recommend the Board of Education to approve the application and to

Strike out *(a)* or *(b)*.

(a) pay the whole [or the following proportion, namely,] of the applicant's tuition fees, at the rate of £ per academical year, dating from , but no maintenance allowance ;

(b) pay the whole of the applicant's tuition fees, at the rate of £ per academical year, dating from , and a maintenance allowance at the rate of £ per annum, dating from

subject to a periodic review of his financial position, educational progress and conduct.

Any further observations of the Committee in support of their recommendation may be made below.

2. The Committee do not recommend the Board of Education to approve this application for the following reasons :—

Signature of Secretary of Committee .....

Date .....

SECTION E.—For use of the Board of Education.

1. Has application already been made for an Interim Grant?

2. If an Interim Grant has been approved,
   (a) what maintenance allowance has been paid?
   (i) for Spring Term, 1919;
   (ii) for Summer Term, 1919;
   (b) what tuition fees have been paid by the Board of Education?
   (i) for Spring Term, 1919;
   (ii) for Summer Term, 1919;

3. Final award:
   Maintenance allowance of per annum, dating from
   Tuition fees amounting to per annum, dating from

4. Adjustment:
   (a) Maintenance allowance now due for the academical year 1918–19.
   (b) Tuition fees now due for the academical year 1918–19.

5. Decision communicated to
   (a) Secretary of Committee concerned.
   (b) The Head of the Institution.
   (c) The applicant.
   (d) The Appointments Department of the Ministry of Labour.

6. Registered number of approved applicant

MINUTES.

BOARD OF EDUCATION.

Government Scheme of Assistance for the Higher Education of Ex-Service Students.

The benefits of the Scheme are confined to Officers and Men of British nationality who have served during the War in the Naval, Military or Air Forces of the Crown for which payment is made out of moneys provided by Parliament.

FORM OF APPLICATION FOR ASSISTANCE.

This form is to be used only by an Ex-Service Officer or Man who desires to apply for financial assistance to enable him to enter upon or to continue to pursue a full-time day course of higher education (in subjects other than Pharmacy, Agriculture, Forestry and Veterinary Science) of not less than three months' duration in a public educational institution in England or Wales; and who has completed :—

either A.F.Z. 15 or Navy Form S. 1299 obtainable before demobilization from Commanding Officers ... ... } and despatched it in accordance with instructions thereon ;

or a D.O. Form obtainable either before or after demobilization from the District Directorates of the Appointments Department of the Ministry of Labour } and despatched it to the District Office of the Appointments Department, Ministry of Labour, nearest to the applicant's place of residence.

All information supplied on this Form **O 13** *will be regarded as strictly confidential.*

Section A will be filled in by the applicant after consultation, if possible (so far as Questions 18 *(a) (b)* and *(c)* are concerned), with the Head of the Institution which he desires to attend.

Section B is a Statutory Declaration as to the financial circumstances of the applicant and is to be signed by him in the presence of a Magistrate, Justice of the Peace or Commissioner for Oaths.

When Sections A and B are complete the applicant will lodge the form with the Head of the Institution which he proposes to attend.

Section C will be completed by the Head of the Institution, who will then forward the application to the appropriate Committee (*see* instructions in Memorandum **O 12**) for their consideration. (*See*, however, the Note with regard to Teachers at the top of page 5.)

Section D will be completed by the Committee concerned, who will then send the application to the Secretary, Board of Education, Whitehall, London, S.W. 1, marking the envelope "Service Student."

Section E is for the use of the Board of Education.

NOTES.

1. Memorandum O 12 which explains the scope of the Scheme as administered by the Board of Education may be obtained on application by letter to the Secretary, Board of Education, Whitehall, London, S.W. 1, the envelope being marked "Service Student." This Memorandum should be consulted by the Heads of Institutions and Committees dealing with applications Applicants are also advised to read Memorandum O 12 for general information as to procedure.
2. The Board of Education will not pay fees and maintenance allowance in respect of any period of attendance prior to 1st January, 1919.
3. The recommendations of Heads of Institutions and Committees should be made as though there were no arrangements for paying Interim Grants. The Board of Education will be responsible for making such adjustments as are necessary in the case of applicants who have already received an Interim Grant.
4. Applicants must not return more than one copy of this form without the permission of the Board of Education.
5. It is the duty of every applicant who receives assistance from the Board of Education to inform the Board directly, or through the Head of the Institution which he is attending, of any improvement which takes place in his financial circumstances after the date of the award. Failure to give such information may involve forfeiture of the award.
6. If an applicant has difficulty in finding an Institution with accommodation available for his reception, he should communicate with the "Service Students Bureau," Board of Education, Whitehall, London, S.W. 1.

6833. Wt.5496/684B. 10,000. 5/19. S.O.,F.Rd.

[P.T.O.

SECTION A.—To be completed by the Applicant.

1. Surname — Christian Names

2. Permanent address

3. Temporary address (until)

4. Period of Service with H.M. Forces from - to -

5. If you were demobilised before the Armistice was signed, state under what circumstances and how you have been occupied since demobilisation - - - - - -

6. Names of Units in which you have served, with periods of service in each - - - -

7. Rank or Official number on leaving the Forces

8. Service Decorations, Distinctions, Mentions, etc.

9. Date of Birth - - - - - - -

10. Nationality - - - - - - -

11. If you so desire, give the names and addresses of two persons (other than Parents or Relations) to whom, if necessary, the Committee may refer as to your suitability for Government assistance

12. Occupation immediately prior to the War -

13. Occupation intended on completion of Course proposed - - - - - - -

14. Have you ever been recognised as a Student under any of the Board of Education's Regulations for the Training of Teachers? If so, give full particulars - - - - - -

15. Have you completed and despatched to its correct destination either A.F.Z.15 or Navy Form S. 1299 or a D.O. Form? - - -

(Applications on this Form (O. 13) will be cancelled if the Applicant has not first completed one of the three forms mentioned in Question 15.)

Section A—*continued.*

16. Particulars of School Education with details of any distinctions obtained - - - - - - -

17. Particulars of University or other Higher Education giving the names of the Institutions, dates, courses of study begun or completed, and any distinctions gained - - - - - - - - - -

18. State—

(a) The Institution at which you desire to resume or enter upon a course of study - - -

(b) The type and duration of the course and the probable date of its completion - -

(c) The date on which you resumed, or propose to enter upon, the course - - - -

19. Enter here other information not concerned with your financial position which you wish to bring to the notice of those who will deal with your application

SECTION B.—Statutory Declaration by Applicant as to his Financial Circumstances.

I, do solemnly and sincerely declare that the statements herein contained in Section B are to the best of my knowledge and belief correct in every respect, and *I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.*

1. Estimated total amount of gross annual income before deduction of Income Tax (including wife's income, if married) for the year beginning 1st of April, 1919, excluding any Service Gratuity, Wound Gratuity, or Wound Pension (except in so far as they produce income as a result of investment), and excluding any assistance available under Heads 2, 3, 4 and 5 below

2. Are you in receipt of either
   (a) Disability Retired Pay or Disablement Pension ;
   or (b) Alternative Retired Pay or Pension ?
   If so state which, and the amount per annum - -

3. Particulars of any assistance available from Scholarships, Exhibitions, or from Grants from Local Education Authorities or Government Departments, excluding Interim Grant paid by the Board of Education ; giving the date on which such assistance is likely to come to an end - - - - -

4. How much per annum will your parents, guardians or friends contribute towards the cost of your education and maintenance during the course proposed ? (Free board and lodging should not be included under this head as it is provided for in the next question) - - - - - - - -

5. Will you live with parents, guardians or friends during the course and receive free board and lodging from them ? - - - - - - -

6. Give the name and address of your father (or guardian if you are under 21) and state his present occupation, the number of people dependent on him, excluding yourself, and give as fully as possible any other information relevant to your parent's (or guardian's) ability to contribute to the cost of your education and maintenance - - - -

7. Are you single, married or a widower ? - - -

8. If married or widower give the date of marriage and the dates of birth of children living - - -

9. Any other information with regard to your financial position which you desire to bring to the notice of those concerned with your application - - -

Signature of Applicant (in full)

Declared and subscribed before me at

this day of 191

Signature of Magistrate, Justice of the Peace or Commissioner for Oaths - - - - - - -

If a Magistrate or Justice of the Peace, the place or county for which he acts - - - - - - -

SECTION C.—To be completed by the Head of the Institution at which the Applicant desires to pursue his course of education.

(*Note*:—TEACHERS. If the applicant is recognised or desires to be recognised as a grant-earning student under the Board's Regulations for the Training of Teachers, and the Head of the Institution suggests maintenance assistance, which, together with the maintenance grant payable under the Regulations for the Training of Teachers, amounts to not more than £104 per annum, the Head of the Institution will make his recommendation in paragraph 4 of Section C and despatch the application form direct to the Secretary, Board of Education, Victoria and Albert Museum, South Kensington, London, S.W. 7, in an envelope marked "Service Students-*Teachers*." If more than the amount indicated above is suggested, the Head of the Institution will make his recommendation in paragraph 1, adapting it if necessary, and will forward the application to the appropriate Committee in the usual way.)

Name of Institution

1. I have considered the information given in Section A and I am satisfied that the applicant's record and abilities qualify him to pursue the Course of Study proposed, viz:—

A Full-time Day Course in

Extending over

Strike out (*a*) or (*b*).

In my opinion the course proposed falls in {(*a*) Division A / (*b*) Division B} of paragraph 2 of Memorandum **O 12.**

The applicant {was admitted / will be admitted} to this course on 1919,

subject to his application for assistance being finally approved. Further, on the evidence before me in Section B as to his financial position, I desire to suggest for the consideration of the Committee that, in order to enable him to pursue his Course of Study at this Institution under adequate conditions and having regard to his maintenance during vacations, it would be reasonable for the Board of Education to

Strike out (*a*) or (*b*)

(*a*) pay the whole [or the following proportion, namely ,] of his tuition fees, at the rate of £ per academical year, dating from , but no maintenance allowance;

(*b*) pay the whole of his tuition fees, at the rate of £ per academical year, dating from and a maintenance allowance at the rate of £ per annum, dating from ;

subject to a periodic review of his financial position, educational progress and conduct.

(Any further statement in support of the application may be made below.)

2. If the Head of the Institution, although the course proposed falls within Division A or Division B as laid down in Memorandum **O 12**, is unable to admit the applicant—

either (a) on the ground that the applicant's educational attainments or promise are not adequate for the course proposed,

or (b) because there is no accommodation available,

or (c) for any other reason,

he will state the facts below.

3. I do not recommend the Committee to consider this application favourably for the following reasons:—

4. (TEACHERS.) I have considered the information given in Section A and I am provisionally satisfied that the applicant is qualified for recognition under the Board's Regulations for the Training of Teachers.

The applicant { was admitted / will be admitted } to this Institution as { *(a)* a Resident or Hostel student / *(b)* a Day student } on 1919.

Strike out *(a)* or *(b)*.

I recommend the Board to pay a maintenance allowance of £ per annum, dating from , over and above any grants payable under the Regulations for the Training of Teachers.

I also recommend the Board to pay tuition fees at the rate of £ per academical year, dating from , being approved tuition fees, normally charged to recognised students in this Institution, over and above fees met by grants payable under the Regulations for the Training of Teachers.

(Any further statement in support of the recommendation may be made below.)

Signature of Head of Institution .....

Date .....

SECTION D.—To be completed by the Secretary of the Committee concerned.

Title of Committee

1. The Committee have considered this application for financial assistance and the suggestion made by the Head of the Institution concerned, and they now recommend the Board of Education to approve the application and to

Strike out *(a)* or *(b)*.

(a) pay the whole [or the following proportion, namely,] of the applicant's tuition fees, at the rate of £ per academical year, dating from , but no maintenance allowance ;

(b) pay the whole of the applicant's tuition fees, at the rate of £ per academical year, dating from , and a maintenance allowance at the rate of £ per annum, dating from

subject to a periodic review of his financial position, educational progress and conduct.

Any further observations of the Committee in support of their recommendation may be made below.

2. The Committee do not recommend the Board of Education to approve this application for the following reasons:—

Signature of Secretary of Committee .....

Date .....

SECTION E.—For use of the Board of Education.

1. Has application already been made for an Interim Grant?

2. If an Interim Grant has been approved,
   (a) what maintenance allowance has been paid?
   (i) for Spring Term, 1919;
   (ii) for Summer Term, 1919;
   (b) what tuition fees have been paid by the Board of Education?
   (i) for Spring Term, 1919;
   (ii) for Summer Term, 1919;

3. Final award:
   Maintenance allowance of per annum, dating from
   Tuition fees amounting to per annum, dating from

4. Adjustment:
   (a) Maintenance allowance now due for the academical year 1918–19.
   (b) Tuition fees now due for the academical year 1918–19.

5. Decision communicated to
   (a) Secretary of Committee concerned.
   (b) The Head of the Institution.
   (c) The applicant.
   (d) The Appointments Department of the Ministry of Labour.

6. Registered number of approved applicant

MINUTES.

BOARD OF EDUCATION.

Government Scheme of Assistance for the Higher Education of Ex-Service Students.

The benefits of the Scheme are confined to Officers and Men of British nationality who have served during the War in the Naval, Military or Air Forces of the Crown for which payment is made out of moneys provided by Parliament.

FORM OF APPLICATION FOR ASSISTANCE.

This form is to be used only by an Ex-Service Officer or Man who desires to apply for financial assistance to enable him to enter upon or to continue to pursue a full-time day course of higher education (in subjects other than Pharmacy, Agriculture, Forestry and Veterinary Science) of not less than three months' duration in a public educational institution in England or Wales; and who has completed :—

either A.F.Z. 15 or Navy Form S. 1299 obtainable before demobilization from Commanding Officers	and despatched it in accordance with instructions thereon ;
or a D.O. Form obtainable either before or after demobilization from the District Directorates of the Appointments Department of the Ministry of Labour	and despatched it to the District Office of the Appointments Department, Ministry of Labour, nearest to the applicant's place of residence.

All information supplied on this Form **O 13** *will be regarded as strictly confidential.*

Section A will be filled in by the applicant after consultation, if possible (so far as Questions 18 *(a) (b)* and *(c)* are concerned), with the Head of the Institution which he desires to attend.

Section B is a Statutory Declaration as to the financial circumstances of the applicant and is to be signed by him in the presence of a Magistrate, Justice of the Peace or Commissioner for Oaths.

When Sections A and B are complete the applicant will lodge the form with the Head of the Institution which he proposes to attend.

Section C will be completed by the Head of the Institution, who will then forward the application to the appropriate Committee (*see* instructions in Memorandum **O 12**) for their consideration. (*See*, however, the Note with regard to Teachers at the top of page 5.)

Section D will be completed by the Committee concerned, who will then send the application to the Secretary, Board of Education, Whitehall, London, S.W. 1, marking the envelope "Service Student."

Section E is for the use of the Board of Education.

NOTES.

1. Memorandum O 12 which explains the scope of the Scheme as administered by the Board of Education may be obtained on application by letter to the Secretary, Board of Education, Whitehall, London, S.W. 1, the envelope being marked "Service Student." This Memorandum should be consulted by the Heads of Institutions and Committees dealing with applications Applicants are also advised to read Memorandum O 12 for general information as to procedure.
2. The Board of Education will not pay fees and maintenance allowance in respect of any period of attendance prior to 1st January, 1919.
3. The recommendations of Heads of Institutions and Committees should be made as though there were no arrangements for paying Interim Grants. The Board of Education will be responsible for making such adjustments as are necessary in the case of applicants who have already received an Interim Grant.
4. Applicants must not return more than one copy of this form without the permission of the Board of Education.
5. It is the duty of every applicant who receives assistance from the Board of Education to inform the Board directly, or through the Head of the Institution which he is attending, of any improvement which takes place in his financial circumstances after the date of the award. Failure to give such information may involve forfeiture of the award.
6. If an applicant has difficulty in finding an Institution with accommodation available for his reception, he should communicate with the "Service Students Bureau," Board of Education, Whitehall, London, S.W. 1.

6533. Wt.5496/684B. 10,000. 5/19. S.O.,F.Rd.

[P.T.O.

SECTION A.—To be completed by the Applicant.

1. Surname — Christian Names

2. Permanent address

3. Temporary address (until)

4. Period of Service with H.M. Forces from - to - -

5. If you were demobilised before the Armistice was signed, state under what circumstances and how you have been occupied since demobilisation - - - - - -

6. Names of Units in which you have served, with periods of service in each - - - -

7. Rank or Official number on leaving the Forces

8. Service Decorations, Distinctions, Mentions, etc.

9. Date of Birth - - - - - - -

10. Nationality - - - - - - -

11. If you so desire, give the names and addresses of two persons (other than Parents or Relations) to whom, if necessary, the Committee may refer as to your suitability for Government assistance

12. Occupation immediately prior to the War -

13. Occupation intended on completion of Course proposed - - - - - - -

14. Have you ever been recognised as a Student under any of the Board of Education's Regulations for the Training of Teachers? If so, give full particulars - - - - - -

15. Have you completed and despatched to its correct destination either A.F.Z.15 or Navy Form S. 1299 or a D.O. Form? - - -

(Applications on this Form (O. 13) will be cancelled if the Applicant has not first completed one of the three forms mentioned in Question 15.)

Section A—*continued.*

16. Particulars of School Education with details of any distinctions obtained - - - - - - -

17. Particulars of University or other Higher Education giving the names of the Institutions, dates, courses of study begun or completed, and any distinctions gained - - - - - - - - - -

18. State—

(a) The Institution at which you desire to resume or enter upon a course of study - - -

(b) The type and duration of the course and the probable date of its completion - -

(c) The date on which you resumed, or propose to enter upon, the course - - - -

19. Enter here other information not concerned with your financial position which you wish to bring to the notice of those who will deal with your application

SECTION B.—Statutory Declaration by Applicant as to his Financial Circumstances.

I, do solemnly and sincerely declare that the statements herein contained in Section B are to the best of my knowledge and belief correct in every respect, and *I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.*

1. Estimated total amount of gross annual income before deduction of Income Tax (including wife's income, if married) for the year beginning 1st of April, 1919, excluding any Service Gratuity, Wound Gratuity, or Wound Pension (except in so far as they produce income as a result of investment), and excluding any assistance available under Heads 2, 3, 4 and 5 below

2. Are you in receipt of either
   (a) Disability Retired Pay or Disablement Pension ;
   or (b) Alternative Retired Pay or Pension ?
   If so state which, and the amount per annum - -

3. Particulars of any assistance available from Scholarships, Exhibitions, or from Grants from Local Education Authorities or Government Departments, excluding Interim Grant paid by the Board of Education ; giving the date on which such assistance is likely to come to an end - - - - - -

4. How much per annum will your parents, guardians or friends contribute towards the cost of your education and maintenance during the course proposed ? (Free board and lodging should not be included under this head as it is provided for in the next question) - - - - - - - -

5. Will you live with parents, guardians or friends during the course and receive free board and lodging from them ? - - - - - - -

6. Give the name and address of your father (or guardian if you are under 21) and state his present occupation, the number of people dependent on him, excluding yourself, and give as fully as possible any other information relevant to your parent's (or guardian's) ability to contribute to the cost of your education and maintenance - - - -

7. Are you single, married or a widower ? - - -

8. If married or widower give the date of marriage and the dates of birth of children living - - -

9. Any other information with regard to your financial position which you desire to bring to the notice of those concerned with your application - - -

Signature of Applicant (in full)

Declared and subscribed before me at

this day of 191

Signature of Magistrate, Justice of the Peace or Commissioner for Oaths - - - - - -

If a Magistrate or Justice of the Peace, the place or county for which he acts - - - - - - - -

SECTION C.—To be completed by the Head of the Institution at which the Applicant desires to pursue his course of education.

(*Note* :—TEACHERS. If the applicant is recognised or desires to be recognised as a grant-earning student under the Board's Regulations for the Training of Teachers, and the Head of the Institution suggests maintenance assistance, which, together with the maintenance grant payable under the Regulations for the Training of Teachers, amounts to not more than £104 per annum, the Head of the Institution will make his recommendation in paragraph 4 of Section C and despatch the application form direct to the Secretary, Board of Education, Victoria and Albert Museum, South Kensington, London, S.W. 7, in an envelope marked "Service Students-*Teachers*." If more than the amount indicated above is suggested, the Head of the Institution will make his recommendation in paragraph 1, adapting it if necessary, and will forward the application to the appropriate Committee in the usual way.)

Name of Institution

1. I have considered the information given in Section A and I am satisfied that the applicant's record and abilities qualify him to pursue the Course of Study proposed, viz :—

A Full-time Day Course in

Extending over

Strike out (*a*) or (*b*).

In my opinion the course proposed falls in {(*a*) Division A / (*b*) Division B} of paragraph 2 of Memorandum **O 12.**

The applicant {was admitted / will be admitted} to this course on 1919,

subject to his application for assistance being finally approved. Further, on the evidence before me in Section B as to his financial position, I desire to suggest for the consideration of the Committee that, in order to enable him to pursue his Course of Study at this Institution under adequate conditions and having regard to his maintenance during vacations, it would be reasonable for the Board of Education to

Strike out (*a*) or (*b*)

(*a*) pay the whole [or the following proportion, namely ,] of his tuition fees, at the rate of £ per academical year, dating from , but no maintenance allowance ;

(*b*) pay the whole of his tuition fees, at the rate of £ per academical year, dating from and a maintenance allowance at the rate of £ per annum, dating from ;

subject to a periodic review of his financial position, educational progress and conduct.

(Any further statement in support of the application may be made below.)

2. If the Head of the Institution, although the course proposed falls within Division A or Division B as laid down in Memorandum **O 12**, is unable to admit the applicant—

either (a) on the ground that the applicant's educational attainments or promise are not adequate for the course proposed,

or (b) because there is no accommodation available,

or (c) for any other reason,

he will state the facts below.

3. I do not recommend the Committee to consider this application favourably for the following reasons :—

4. (TEACHERS.) I have considered the information given in Section A and I am provisionally satisfied that the applicant is qualified for recognition under the Board's Regulations for the Training of Teachers.

The applicant { was admitted / will be admitted } to this Institution as { *(a)* a Resident or Hostel student / *(b)* a Day student } on 1919.

Strike out *(a)* or *(b)*.

I recommend the Board to pay a maintenance allowance of £ per annum, dating from , over and above any grants payable under the Regulations for the Training of Teachers.

I also recommend the Board to pay tuition fees at the rate of £ per academical year, dating from , being approved tuition fees, normally charged to recognised students in this Institution, over and above fees met by grants payable under the Regulations for the Training of Teachers.

(Any further statement in support of the recommendation may be made below.)

Signature of Head of Institution .....

Date .....

SECTION D.—To be completed by the Secretary of the Committee concerned.

Title of Committee

1. The Committee have considered this application for financial assistance and the suggestion made by the Head of the Institution concerned, and they now recommend the Board of Education to approve the application and to

Strike out *(a)* or *(b)*.

(a) pay the whole [or the following proportion, namely,] of the applicant's tuition fees, at the rate of £ per academical year, dating from , but no maintenance allowance ;

(b) pay the whole of the applicant's tuition fees, at the rate of £ per academical year, dating from , and a maintenance allowance at the rate of £ per annum, dating from

subject to a periodic review of his financial position, educational progress and conduct.

Any further observations of the Committee in support of their recommendation may be made below.

2. The Committee do not recommend the Board of Education to approve this application for the following reasons :—

Signature of Secretary of Committee .....

Date .....

SECTION E.—For use of the Board of Education.

1. Has application already been made for an Interim Grant?

2. If an Interim Grant has been approved,
   (a) what maintenance allowance has been paid?
   (i) for Spring Term, 1919;
   (ii) for Summer Term, 1919;

   (b) what tuition fees have been paid by the Board of Education?
   (i) for Spring Term, 1919;
   (ii) for Summer Term, 1919;

3. Final award:
   Maintenance allowance of per annum, dating from
   Tuition fees amounting to per annum, dating from

4. Adjustment:
   (a) Maintenance allowance now due for the academical year 1918–19.
   (b) Tuition fees now due for the academical year 1918–19.

5. Decision communicated to
   (a) Secretary of Committee concerned.
   (b) The Head of the Institution.
   (c) The applicant.
   (d) The Appointments Department of the Ministry of Labour.

6. Registered number of approved applicant

MINUTES.

BOARD OF EDUCATION.

Government Scheme of Assistance for the Higher Education of Ex-Service Students.

The benefits of the Scheme are confined to Officers and Men of British nationality who have served during the War in the Naval, Military or Air Forces of the Crown for which payment is made out of moneys provided by Parliament.

FORM OF APPLICATION FOR ASSISTANCE.

This form is to be used only by an Ex-Service Officer or Man who desires to apply for financial assistance to enable him to enter upon or to continue to pursue a full-time day course of higher education (in subjects other than Pharmacy, Agriculture, Forestry and Veterinary Science) of not less than three months' duration in a public educational institution in England or Wales; and who has completed :—

either A.F.Z. 15 or Navy Form S. 1299 obtainable before demobilization from Commanding Officers	and despatched it in accordance with instructions thereon ;
or a D.O. Form obtainable either before or after demobilization from the District Directorates of the Appointments Department of the Ministry of Labour	and despatched it to the District Office of the Appointments Department, Ministry of Labour, nearest to the applicant's place of residence.

All information supplied on this Form **O 13** *will be regarded as strictly confidential.*

Section A will be filled in by the applicant after consultation, if possible (so far as Questions 18 *(a) (b)* and *(c)* are concerned), with the Head of the Institution which he desires to attend.

Section B is a Statutory Declaration as to the financial circumstances of the applicant and is to be signed by him in the presence of a Magistrate, Justice of the Peace or Commissioner for Oaths.

When Sections A and B are complete the applicant will lodge the form with the Head of the Institution which he proposes to attend.

Section C will be completed by the Head of the Institution, who will then forward the application to the appropriate Committee (*see* instructions in Memorandum **O 12**) for their consideration. (*See*, however, the Note with regard to Teachers at the top of page 5.)

Section D will be completed by the Committee concerned, who will then send the application to the Secretary, Board of Education, Whitehall, London, S.W. 1, marking the envelope "Service Student."

Section E is for the use of the Board of Education.

NOTES.

1. Memorandum O 12 which explains the scope of the Scheme as administered by the Board of Education may be obtained on application by letter to the Secretary, Board of Education, Whitehall, London, S.W. 1, the envelope being marked "Service Student." This Memorandum should be consulted by the Heads of Institutions and Committees dealing with applications Applicants are also advised to read Memorandum O 12 for general information as to procedure.
2. The Board of Education will not pay fees and maintenance allowance in respect of any period of attendance prior to 1st January, 1919.
3. The recommendations of Heads of Institutions and Committees should be made as though there were no arrangements for paying Interim Grants. The Board of Education will be responsible for making such adjustments as are necessary in the case of applicants who have already received an Interim Grant.
4. Applicants must not return more than one copy of this form without the permission of the Board of Education.
5. It is the duty of every applicant who receives assistance from the Board of Education to inform the Board directly, or through the Head of the Institution which he is attending, of any improvement which takes place in his financial circumstances after the date of the award. Failure to give such information may involve forfeiture of the award.
6. If an applicant has difficulty in finding an Institution with accommodation available for his reception, he should communicate with the "Service Students Bureau," Board of Education, Whitehall, London, S.W. 1.

6533. Wt.5496/684B. 10,000. 5/19. S.O.,F.Rd.

[P.T.O.

SECTION A.—To be completed by the Applicant.

1. Surname — Christian Names

2. Permanent address

3. Temporary address (until)

4. Period of Service with H.M. Forces from - to - -

5. If you were demobilised before the Armistice was signed, state under what circumstances and how you have been occupied since demobilisation - - - - - -

6. Names of Units in which you have served, with periods of service in each - - - -

7. Rank or Official number on leaving the Forces

8. Service Decorations, Distinctions, Mentions, etc.

9. Date of Birth - - - - - - -

10. Nationality - - - - - - -

11. If you so desire, give the names and addresses of two persons (other than Parents or Relations) to whom, if necessary, the Committee may refer as to your suitability for Government assistance

12. Occupation immediately prior to the War -

13. Occupation intended on completion of Course proposed - - - - - - -

14. Have you ever been recognised as a Student under any of the Board of Education's Regulations for the Training of Teachers? If so, give full particulars - - - - - -

15. Have you completed and despatched to its correct destination either A.F.Z.15 or Navy Form S. 1299 or a D.O. Form? - - -

(Applications on this Form (O. 13) will be cancelled if the Applicant has not first completed one of the three forms mentioned in Question 15.)

Section A—*continued.*

16. Particulars of School Education with details of any distinctions obtained - - - - - - -

17. Particulars of University or other Higher Education giving the names of the Institutions, dates, courses of study begun or completed, and any distinctions gained - - - - - - - - - -

18. State—

(a) The Institution at which you desire to resume or enter upon a course of study - - -

(b) The type and duration of the course and the probable date of its completion - -

(c) The date on which you resumed, or propose to enter upon, the course - - - -

19. Enter here other information not concerned with your financial position which you wish to bring to the notice of those who will deal with your application

SECTION B.—Statutory Declaration by Applicant as to his Financial Circumstances.

I, do solemnly and sincerely declare that the statements herein contained in Section B are to the best of my knowledge and belief correct in every respect, and *I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.*

1. Estimated total amount of gross annual income before deduction of Income Tax (including wife's income, if married) for the year beginning 1st of April, 1919, excluding any Service Gratuity, Wound Gratuity, or Wound Pension (except in so far as they produce income as a result of investment), and excluding any assistance available under Heads 2, 3, 4 and 5 below

2. Are you in receipt of either
   (a) Disability Retired Pay or Disablement Pension ;
   or (b) Alternative Retired Pay or Pension ?
   If so state which, and the amount per annum - -

3. Particulars of any assistance available from Scholarships, Exhibitions, or from Grants from Local Education Authorities or Government Departments, excluding Interim Grant paid by the Board of Education ; giving the date on which such assistance is likely to come to an end - - - - -

4. How much per annum will your parents, guardians or friends contribute towards the cost of your education and maintenance during the course proposed ? (Free board and lodging should not be included under this head as it is provided for in the next question) - - - - - - - -

5. Will you live with parents, guardians or friends during the course and receive free board and lodging from them ? - - - - - -

6. Give the name and address of your father (or guardian if you are under 21) and state his present occupation, the number of people dependent on him, excluding yourself, and give as fully as possible any other information relevant to your parent's (or guardian's) ability to contribute to the cost of your education and maintenance - - - -

7. Are you single, married or a widower ? - - -

8. If married or widower give the date of marriage and the dates of birth of children living - - -

9. Any other information with regard to your financial position which you desire to bring to the notice of those concerned with your application - - -

Signature of Applicant (in full)

Declared and subscribed before me at

this day of 191

Signature of Magistrate, Justice of the Peace or Commissioner for Oaths - - - - - - -

If a Magistrate or Justice of the Peace, the place or county for which he acts - - - - - - - -

SECTION C.—To be completed by the Head of the Institution at which the Applicant desires to pursue his course of education.

(*Note*:—TEACHERS. If the applicant is recognised or desires to be recognised as a grant-earning student under the Board's Regulations for the Training of Teachers, and the Head of the Institution suggests maintenance assistance, which, together with the maintenance grant payable under the Regulations for the Training of Teachers, amounts to not more than £104 per annum, the Head of the Institution will make his recommendation in paragraph 4 of Section C and despatch the application form direct to the Secretary, Board of Education, Victoria and Albert Museum, South Kensington, London, S.W. 7, in an envelope marked "Service Students-*Teachers*." If more than the amount indicated above is suggested, the Head of the Institution will make his recommendation in paragraph 1, adapting it if necessary, and will forward the application to the appropriate Committee in the usual way.)

Name of Institution

1. I have considered the information given in Section A and I am satisfied that the applicant's record and abilities qualify him to pursue the Course of Study proposed, viz:—

A Full-time Day Course in

Extending over

Strike out (*a*) or (*b*).

In my opinion the course proposed falls in {(*a*) Division A / (*b*) Division B} of paragraph 2 of Memorandum **O 12.**

The applicant {was admitted / will be admitted} to this course on 1919,

subject to his application for assistance being finally approved. Further, on the evidence before me in Section B as to his financial position, I desire to suggest for the consideration of the Committee that, in order to enable him to pursue his Course of Study at this Institution under adequate conditions and having regard to his maintenance during vacations, it would be reasonable for the Board of Education to

Strike out (*a*) or (*b*)

(*a*) pay the whole [or the following proportion, namely ,] of his tuition fees, at the rate of £ per academical year, dating from , but no maintenance allowance;

(*b*) pay the whole of his tuition fees, at the rate of £ per academical year, dating from and a maintenance allowance at the rate of £ per annum, dating from ;

subject to a periodic review of his financial position, educational progress and conduct.

(Any further statement in support of the application may be made below.)

2. If the Head of the Institution, although the course proposed falls within Division A or Division B as laid down in Memorandum **O 12**, is unable to admit the applicant—

either (a) on the ground that the applicant's educational attainments or promise are not adequate for the course proposed,

or (b) because there is no accommodation available,

or (c) for any other reason,

he will state the facts below.

3. I do not recommend the Committee to consider this application favourably for the following reasons:—

4. (TEACHERS.) I have considered the information given in Section A and I am provisionally satisfied that the applicant is qualified for recognition under the Board's Regulations for the Training of Teachers.

The applicant { was admitted / will be admitted } to this Institution as { *(a)* a Resident or Hostel student / *(b)* a Day student } on 1919.

Strike out *(a)* or *(b)*.

I recommend the Board to pay a maintenance allowance of £ per annum, dating from , over and above any grants payable under the Regulations for the Training of Teachers.

I also recommend the Board to pay tuition fees at the rate of £ per academical year, dating from , being approved tuition fees, normally charged to recognised students in this Institution, over and above fees met by grants payable under the Regulations for the Training of Teachers.

(Any further statement in support of the recommendation may be made below.)

Signature of Head of Institution .....

Date .....

SECTION D.—To be completed by the Secretary of the Committee concerned.

Title of Committee

1. The Committee have considered this application for financial assistance and the suggestion made by the Head of the Institution concerned, and they now recommend the Board of Education to approve the application and to

Strike out *(a)* or *(b)*.

(a) pay the whole [or the following proportion, namely,] of the applicant's tuition fees, at the rate of £ per academical year, dating from , but no maintenance allowance ;

(b) pay the whole of the applicant's tuition fees, at the rate of £ per academical year, dating from , and a maintenance allowance at the rate of £ per annum, dating from

subject to a periodic review of his financial position, educational progress and conduct.

Any further observations of the Committee in support of their recommendation may be made below.

2. The Committee do not recommend the Board of Education to approve this application for the following reasons :—

Signature of Secretary of Committee .....

Date .....

SECTION E.—For use of the Board of Education.

1. Has application already been made for an Interim Grant?

2. If an Interim Grant has been approved,
   (a) what maintenance allowance has been paid?
   (i) for Spring Term, 1919;
   (ii) for Summer Term, 1919;
   (b) what tuition fees have been paid by the Board of Education?
   (i) for Spring Term, 1919;
   (ii) for Summer Term, 1919;

3. Final award:
   Maintenance allowance of per annum, dating from
   Tuition fees amounting to per annum, dating from

4. Adjustment:
   (a) Maintenance allowance now due for the academical year 1918–19.
   (b) Tuition fees now due for the academical year 1918–19.

5. Decision communicated to
   (a) Secretary of Committee concerned.
   (b) The Head of the Institution.
   (c) The applicant.
   (d) The Appointments Department of the Ministry of Labour.

6. Registered number of approved applicant

MINUTES.

McGILL UNIVERSITY

MONTREAL.

PRINCIPAL'S OFFICE.

October 9th. 1919

The President,

University of Toronto,

Toronto, Ont.

Dear Sir:-

My attention has been directed to the fact that in my communication to you under date of September 27th. concerning the British Government Scheme of Assistance for the Higher Education of Ex-Service Students, I failed to make clear one important point in connection with the Scheme as it affects Canadians. Namely- that the grants will not permit a student domiciled in any one Dominion to study in that Dominion; but he may study in the universities of any other Dominion, or the universities of Great Britain.

Thus a Canadian who served in the Imperial Forces and has been paid by the Imperial Government may study in Great Britain or Australia, but not in Canada.

I remain,

Yours very sincerely,

Frank D. Adams

Acting Principal.

December 6th, 1919

Principal C. H. Adams, B.A.S.,
McGill University,
Montreal.

My dear Principal Adams:

The Naval College of Dental College is independent of us and has control of its own students, so I have forwarded your letter to Dean Webster and have asked him to correspond directly with you.

With kind regards, I am,

Yours sincerely,

President.

McGILL UNIVERSITY

MONTREAL.

PRINCIPAL'S OFFICE.

Jany. 15th. 1920.

Sir Robert Falconer, LL.D., D.Litt., K.C.M.G.,
President,
University of Toronto,
TORONTO, ONT.

Dear Sir Robert,

I have received an application from Mr. H. F. Hazell for a grant from the fund provided by the Imperial authorities for the education of returned students.

In order that Mr. Hazell's application may be forwarded to the Board in London it is necessary that I have some statement from Toronto University concerning the academic standing and private character of this gentleman, and whether he is a man whom I can recommend as a worthy person to receive such a grant. I understand that Mr. Hazell is a student in the course in Civil Engineering at Toronto University.

I shall, therefore, be pleased if you will kindly inform me as to his standing and character at your early convenience.

With best wishes, I remain,

Yours very sincerely,

Frank D. Adams

Acting Principal.

January 17th, 1920

Principal F. D. Adams,
McGill University,
Montreal, Q.

Dear Principal Adams:

I have made inquiries about Mr. B. F. Hazell and find that he is a first year student in the Faculty of Applied Science. He is a fair student. He entered on Junior Matriculation only taken at Hamilton in 1916. The inquiries that I have made show that he is of likeable disposition; he has the bearing and presence of a gentlemanly fellow, who is doing his work apparently well, and has not been reported against in any way. He will be twenty-two in the coming February. As far as I can judge he would therefore not be a brilliant man but would be respectable.

With kind regards, I am,

Yours sincerely,

President.

McGILL UNIVERSITY

MONTREAL.

PRINCIPAL'S OFFICE.

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Jany. 22nd.1920.

Sir Robert Falconer, LL.D., D.Litt., K.C.M.G.,
President,
University of Toronto,
TORONTO, ONT.

Dear Sir Robert,

I have received an application from Mr. W. J.McLelland for a grant from the Board of Education to enable him to pursue a course of study at the University of London. I shall, therefore, be pleased if you will kindly be good enough to inform me whether Mr. McLelland's academic standing in the Civil Engineering course at the University of Toronto is satisfactory, and whether he is a man whom I can recommend as a worthy applicant for such a grant. I shall also be pleased to have information as to Mr. McLelland's character.

With best wishes, I remain,

Yours very sincerely,

Frank D. Adams

Acting Principal.

63

University of Toronto
TORONTO, CANADA

FACULTY OF APPLIED SCIENCE AND ENGINEERING

Jan. 28th, 1920

Memo for Miss Patterson -

In regard to W. J. McLelland, first year Civil, I beg to state that the reports show that he has been regular in attendance and his work has been satisfactory.

A. T. Laing.
Secretary

Nothing against him.
Faithful student.

January 29th, 1920

Acting Principal Adams,
McGill University,
Montreal.

Dear Principal Adams:

I have made inquiries about Mr. H. J. Hebeliand. He is a student of the first year in the Department of Civil Engineering. The Secretary informs me that he has been regular in his attendance, that his work has been satisfactory, and that there is nothing against him, and that he seems to be a faithful student. I should think that Mr. Hebeliand would be worthy of such a grant as he applies for.

Yours sincerely,

President.

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McGILL UNIVERSITY

FACULTY OF APPLIED SCIENCE

Dean's Office:

FRANK D. ADAMS, PH.D., D.Sc., F.R.S.—DEAN.

CAN. MACDONALD BUILDING

MONTREAL Feby. 4th. 1920.

Sir Robert Falconer, LL.D., D.Litt., K.C.M.G.,
President,
University of Toronto,
TORONTO, ONT.

Dear Sir Robert,

I beg to thank you for your letter of Jany. 29th., giving a statement with reference to the standing of Mr. W. J. McLelland in the Department of Civil Engineering at the University of Toronto.

I remain,

Yours very truly,

F. J. Newton.

Secretary to the Dean.

McGILL UNIVERSITY

MONTREAL.

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PRINCIPAL'S OFFICE.

Feby. 10th. 1920.

Sir Robert Falconer, LL.D., D.Litt., K.C.M.G.,
President,
University of Toronto,
Toronto, Ont.

Dear Sir Robert,

I have received an application from Mr. C. St. C. Parsons for a grant from the fund provided by the Imperial authorities for the education of returned students.

In order that Mr. Parsons application may be forwarded to the Board of Education in London it is necessary that I have some statement from Toronto University concerning the academic standing and private character of this gentleman, and whether he is a man whom I can recommend as a worthy person to receive such a grant. I understand that Mr. Parsons is a student in Mining Engineering at the University of Toronto. I shall, therefore, be pleased if you will kindly inform me as to his standing and character at your early convenience.

With best wishes, I remain,

Yours very sincerely,

Frank D. Adams

Acting Principal.

University of Toronto
TORONTO, CANADA

FACULTY OF APPLIED SCIENCE AND ENGINEERING

Feb. 24th, 1920

Memo for Miss Patterson -

In regard to your enquiry about C. S. Parsons, his instructors report that his work is satisfactory and they judge him to be a reliable man who will subsequently make good.

A. T. Laing Jr.

Secretary

February 24th, 1920

Acting Principal Frank D. Adams,
McGill University,
Montreal.

Dear Dr. Adams:

In regard to your inquiry of the 10th inst. regarding Mr. C. St. C. Parsons, a student in Mining Engineering at this University. His instructors report that his work is satisfactory and they judge him to be a reliable man who will subsequently make good.

Yours sincerely,

President.

March 12th, 1920

Acting Principal Adams,
McGill University.

Dear Dr. Adams:

I am sending you herewith a copy of a letter which I have just written to the Toronto papers in view of the unauthorised publication of selections from a report made by our Faculty of Medicine in view of the visit of representatives of the Rockefeller Foundation. It has caused us a great deal of annoyance as the interpretation that has been put upon the report by the newspapers would lead the public to suppose that this University was in a very grasping way making a request from the Rockefeller Foundation, which it has in fact not done nor ever intended to do. I can quite realise that if the newspaper reports have reached you, you might think that we were acting in a very selfish manner in regard to this offer.

I am,

Yours sincerely,

President.

March 29th, 1920

Acting Principal F. D. Adams,
McGill University,
Montreal.

Dear Principal Adams:

Principal Hutton has handed me a letter that you wrote to him. He does not think that he will be able to go to Quebec and has no suggestions to make at present.

Professor J. P. McMurrich is now Chairman of our Graduate Board and I will ask him whether there are matters he would like to have put on the agenda paper, and to correspond directly with you.

Yours sincerely,

President.

McGILL UNIVERSITY

MONTREAL.

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PRINCIPAL'S OFFICE.

April 15th.1920.

Sir Robert Falconer, LL.D., D.Litt., K.C.M.G.,
President,
University of Toronto,
TORONTO, ONT.

Dear Sir Robert,

We are now engaged in drawing up the proposal which we are to submit to the Rockefeller Foundation with reference to the development of our Medical School. I shall be greatly obliged in this connection if you can give me assistance on two points:-

First, I should like if possible to have any general statement which may be available with reference to the plan which has been adopted by the University of Toronto in connection with the development of your Medical School, and the lines along which you are planning its growth and evolution.

Second, I shall be glad if you will let me know how much you are planning under the new scheme to pay your Professors of Anatomy, Physiology and Pathology respectively. These I presume are all full time men.

With best wishes, I remain,

Yours very sincerely,

Frank D. Adams

Acting Principal.

April 19th, 1920

Acting Principal F. D. Adams, F.R.S., LL.D.,
McGill University.

My dear Dr. Adams:

I am sending you a copy of the Report which was drawn up by the Committee of our Faculty of Medicine with regard to the development that they believe the Faculty should aim at in view of a possible grant from the Rockefeller Foundation. I do not need to assure you again that this is a very ideal condition, and probably only the direction has been laid down in many of the departments.

With regard to the salaries of the full-time professors in Physiology, Anatomy and Pathology, I may say that they do not depend upon this report. These men are now receiving $5000. I presume that we shall have to consider their salaries along with any possible increases that may be given this coming year and altogether apart from any recommendations in this report.

I had a very pleasant visit with President Tory about a fortnight ago. I understand that he has been with you since in McGill.

Yours sincerely,

President.

May 28th, 1920

Professor F. D. Adams, F.R.S.,
McGill University.

My dear Dean Adams:

The professors and associate-professors are appointed with us for life, though they are removable by the Board of Governors on the recommendation of the President. I was of opinion that our assistant-professors were temporary appointments for five years, though the Bursar tells me that there is no statute to this effect. I believe that such should be the case, so that if a new appointment were not given at the end of the period an assistant-professor might easily be removed.

Lecturers are appointed from year to year, though after three years of service we regard them as being not likely to be removed. Naturally they are tested again at the end of their period, which is about six years, and if they are not promoted are removable.

If there is any other information I can give you I shall only be too happy.

Yours sincerely,

President.

June 1st, 1920

Acting Principal F. D. Adams,
McGill University.

Dear Dr. Adams:

I have made a few suggestions as to the Committees.

For the Committee on Graduate Work I am of opinion that it might create a bad precedent if we were to go outside of those who are on the active staff of the University. Consequently, I have deleted the name of Professor A. H. Macallum.

On the Committee to interview the Premier on Education I should like Sir Arthur Currie to take my place as Chairman. You may remember I mentioned this in the Conference. I believe I have done all I can do, and he might be more effective.

Also, do you not think that Professor Porter has been so active in the matter that his name ought to be substituted for Professor Rutton ?

Yours sincerely,

President.

McGILL UNIVERSITY

MONTREAL.

PRINCIPAL'S OFFICE.

June
Fourth
1920.

Sir Robert Falconer,
Principal, Toronto University,
Toronto, Ont.

Dear Sir Robert:-

A letter has just been received by Dr. Porter from General MacNaughton which seems to show that it is advisable for the Universities to make another attempt to induce the Government to make a grant to the more needy of the returned soldiers who are now in our Universities.

I have, therefore, advised Dr. Porter to communicate with you as Chairman of the Committee, appointed by the Conference, to Interview the Premier on the Education of Soldiers. Apparently, action should be taken at once, as there is a Parliamentary Committee now considering the question of pensions, allowances, etc., to whom this application should be made. It would seem from General MacNaughton's letter that there is a fair hope of something being accomplished at this time.

On thinking over your suggestion that Sir Arthur Currie's name should be substituted for yours as Chairman of this Committee, I have come to the conclusion that this substitution had better not be made at the present time, seeing that Sir Arthur Currie is still in the service of the Government as Chairman of the Militia Council and does not take over his duties as Principal of McGill University until August 1st. When the Committee goes to Ottawa to make this last attempt, they might call upon Sir Arthur Currie and secure his cooperation in their effort, if he feels that it is advisable for him to give it. On the other hand, I do not believe he would feel free to act

in this matter while he is still in the service of the Government.

I would suggest, therefore, that you remain Chairman of this Committee until August 1st, after which, if anything remains to be done, General Currie might assume the Chairmanship and take whatever action is necessary.

With best wishes,

I remain,

Yours very sincerely,

Frank D. Adams

Acting Principal.

June 5th, 1920

Acting Principal Adams,
McGill University.

My dear Dr. Adams:

I should of course not like to recommend that Dr. Macallum's name should be removed from the Committee, if the others do not think it should be done. I am quite willing that he should remain on the Committee, though I think in principle it is a mistake to have members who are not connected with a University. As to Dr. Macallum's qualifications for the work of the Committee I have no question.

Yours sincerely,

President.

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June 7th, 1920

Acting Principal Adams,
McGill University.

My dear Dr. Adams:

I shall of course do all in my power to induce the Government to make a grant to the more needy returned soldiers, if there is any likelihood of our efforts meeting with success. Unfortunately I shall not be able to go to Ottawa until the week beginning the 20th June, as I have to go to the Royal Military College next week, and Chicago the week following, and meantime I have to deal with our own finances. I suppose, however, that if I go to Ottawa in the last ten days of June that I should still be in time. Would it not be well for some person to accompany us from Montreal? I do not think that we can ask the whole committee, but, would you be good enough to let me have a list of the members of the Committee, so that I may correspond with them if necessary?

Yours sincerely,

President.

McGILL UNIVERSITY

MONTREAL.

PRINCIPAL'S OFFICE.

9

June
Eighth
1920.

Sir Robert Falconer,
President Toronto University,
Toronto, Ont.

Dear Sir Robert:-

I have received your letter of June 5th, and note that you cannot go to Ottawa until the week beginning June 20th.

I am obliged to go to Ottawa on Thursday afternoon to attend a meeting of the Research Council, and shall take an opportunity at once of seeing Brigadier-General McNaughton and ascertaining from him whether the Parliamentary Committee will still be sitting during the last ten days of June, and whether it will be time enought then to approach them with reference to securing a grant for the more needy of the returned soldiers.

We cann, undoubtedly, arrange for someone to accompany you from Montreal. Dr. Porter, unfortunately, at that time will be in Guysboro, and I shall also be away from the City, but we can get some other representative of McGill University who is conversant with the situation.

The Committee is constituted as follows:

Sir Robert Falconer, Toronto, Chairman
Principal Dr. Bruce Taylor, Queen's Univ
Dean W.A.R. Kerr, Univ. of Alberta
Dr. Porter McGill Univ.
Dr. Joseph Sirois, Laval ", Que.
Rev. J.J.Tompkins, St. Francis Xavier

I shall write or wire you from Ottawa so soon as I have seen General McNaughton.

Yours very sincerely,

Frank D. Adams

June 9th, 1920

Acting Principal Adams,
McGill University,
Montreal.

My dear Dr. Adams:

I have written to the Chairman of the Committee at Ottawa asking whether he can receive a small delegation from our Committee with regard to securing aid to soldier students during the last ten days of June, or, if necessary, on Friday, June 18th. As soon as I hear from him I will let you know.

Yours sincerely,

President.

McGILL UNIVERSITY
MONTREAL

PRINCIPAL'S OFFICE

Montreal
June 14/20

Sir Robert Falconer
Toronto.

Dear Sir Robert.

Please accept my thanks for your letter of June 9th. I have just returned from Ottawa where I have been attending a meeting of the Research Council

learned it. There are now
twelve applicants made by
the bodies although one has
if one does granted the door
would be opened up & the others
the committee do not move.
He tells me he has all the facts
& figures relative to the students
before him & does give address on
the subject was excellent but having

all this in view nothing can be done nor can we do anything else to forward the plan. I am afraid therefore we must give the matter up resting in the knowledge that no stone has been left unturned to forward the object.

Yours very sincerely

Frank D. Adams

and while there had lunch with
Mr. Cannon the chairman of the
Committee & which you refer
in your letter. Mr. Cannon was
very sympathetic as are also most
of the members of the Committee toward
the granting of assistance to
Students but he stays under the
conditions of the county at the present
time the Committee cannot

June 14th, 1920

Dean F. D. Adams,
McGill University,
Montreal.

Dear Dr. Adams:

Many thanks for your letter. I had already had a telegram from Mr. Rune Cronyn to the same effect in which he said that he had read my letter to the Committee and that they refused to re-open the question. I do not see, therefore, that we can do anything further in the matter, except let our students know that there is no chance of any grant being given by the Government. I am sorry, but I do not see what else we can do.

Yours sincerely,

President.